

## OVERVIEW OF BUDGET

**DEPARTMENT: HUMAN RESOURCES**  
**DIRECTOR: MARCEL TURNER**

	<b>2001-02</b>				
	<b>Operating Exp/ Appropriation</b>	<b>Revenue</b>	<b>Revenue Over (Under) Exp</b>	<b>Local Cost</b>	<b>Staffing</b>
Human Resources	8,523,329	4,034,300		4,489,029	119.3
Emp Hlth & Wellness	1,549,434	1,549,434		-	13.3
Unemployment Ins	869,164	-		869,164	
Risk Management	3,809,779	3,809,779			58.0
Insurance Programs	46,491,409	47,674,156	1,182,747		
<b>TOTAL</b>	<b>61,243,115</b>	<b>57,067,669</b>	<b>1,182,747</b>	<b>5,358,193</b>	<b>190.6</b>

### BUDGET UNIT: HUMAN RESOURCES (AAA HRD)

#### I. GENERAL PROGRAM STATEMENT

The Human Resources Department administers the county's human resources programs. This includes responsibility for employee testing, certification, and selection; employee benefits and services; employee relations; systems and program administration for a portion of the Employee Management and Compensation System (EMACS); the Equal Employment Opportunity Office; the Commission on the Status of Women; and Commuter Services. Human Resources also shares the responsibility, through a partnership with Human Services System, for countywide organizational and employee development and the Management Leadership Academy.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 1999-00</b>	<b>Budget 2000-01</b>	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>
Total Appropriation	4,576,683	6,243,853	6,955,956	8,523,329
Total Revenue	1,224,104	2,206,800	2,867,727	4,034,300
Local Cost	3,352,579	4,037,053	4,088,229	4,489,029
Budgeted Staffing		113.8		119.3
<b><u>Workload Indicators</u></b>				
Applications Accepted	48,533	52,227	46,059	54,000
Applicants			17,259	18,000

Significant variances between actual and budget for 2000-01 are a result of a decrease in reimbursements and offset by an increase in revenues.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing changes include .5 position(s) for the Western Region Item Bank (WRIB), 1.0 position for the Classification Section, 1.0 position for the Suggestion Award Program, and 3.0 position(s) transferred from The Center for Employee Health and Wellness.

##### **PROGRAM CHANGES**

Major changes include payments by departments to the Employee Assistance Program (EAP) previously paid by the Risk Management budget unit. Services and supplies are increased by \$311,000 to reflect this change. Revenues are increase by the same amount to reflect direct reimbursement from County departments. Major increase in appropriations and revenues is a result of an accounting method change whereby benefit trust funds transfers are accounted in revenue rather than reimbursements.

Balances in transfers, reimbursements, and revenues are adjusted to comply with the provisions of GASB 34.

## HUMAN RESOURCES

GROUP: Administrative/Executive  
DEPARTMENT: Human Resources  
FUND : General AAA HRD

FUNCTION: General  
ACTIVITY: Personnel

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Base Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	5,869,437	6,124,509	6,538,488	25,265	6,563,753
Services and Supplies	3,077,215	3,249,191	3,398,781	329,558	3,728,339
Central Computer	55,737	70,020	64,385	4,502	68,887
Equipment	11,632	14,900	14,900	(14,900)	-
Transfers	88,435	75,750	75,750	32,400	108,150
Total Expenditure Authority	9,102,456	9,534,370	10,092,304	376,825	10,469,129
Less:					
Reimbursements	(2,146,500)	(3,290,517)	(3,290,517)	1,344,717	(1,945,800)
Total Appropriation	6,955,956	6,243,853	6,801,787	1,721,542	8,523,329
<b><u>Revenue</u></b>					
Current Services	470,534	604,700	604,700	(332,600)	272,100
State, Federal or Gov't Aid	188,593	266,200	266,200	11,100	277,300
Other Revenue	2,208,600	1,335,900	1,515,700	1,969,200	3,484,900
Total Revenue	2,867,727	2,206,800	2,386,600	1,647,700	4,034,300
Local Cost	4,088,229	4,037,053	4,415,187	73,842	4,489,029
Budgeted Staffing		113.8	116.8	2.5	119.3

### Total Changes Included in Base Budget

#### Base Year Adjustments

##### MOU/Inflation

Salaries and Benefits 234,179 MOU, 7% Tier, Workers Comp, Retirement

Services and Supplies 149,590 Inflation, Risk Mgmt Liabilities

2410 Central Computer (5,635)

##### Full Year funding

Salaries and Benefits 179,800 Transfer of 2.0 Staff Analyst II and 1.0 Human Resource Analyst from AAA-OCH.

Total Appropriation Change 557,934

Total Revenue Change 179,800 Revenue from various departments to offset transfer positions from AAA-OCH.

Total Local Cost Change 378,134

Total 2000-01 Appropriation 6,243,853

Total 2000-01 Revenue 2,206,800

Total 2000-01 Local Cost 4,037,053

Total Base Budget Appropriation 6,801,787

Total Base Budget Revenue 2,386,600

Total Base Budget Local Cost 4,415,187

## HUMAN RESOURCES

### Board Approved Changes to Base Budget

Salaries and Benefits	25,265	Additional .5 PSE for the Western Region Item Bank (WRIB) Program and .5 PSE for Suggestion Award Program.
Services and Supplies	329,558	Contract with the Holman Group for the Employee Assistance Program and \$21,835 for other program purposes
Central Computer	4,502	
Equipment	(14,900)	Adjustment from 2000-01; no expenditures budgeted in 2001-02
Transfers	32,400	Increase necessary for Employee Health and Productivity (EHaP) building rental previously paid by the Wellness Center.
Total Expenditure Authority	<u>376,825</u>	
Reimbursements	<u>1,344,717</u>	Decrease from Probation for end of Home Run Grant
Total Appropriation	<u>1,721,542</u>	
State/Federal Aid	11,100	Additional federal aid for the Commuter Services Program.
Current Services	(332,600)	Decrease is due to an accounting change for reimbursements from being recorded in salaries and benefits instead of current services.
Other Revenue	1,969,200	Increase due to an accounting change for reimbursements previously recorded in 5046.
Total Revenue	<u>1,647,700</u>	
Local Cost	<u>73,842</u>	